

## College and Career Literacy

### Lesson Preparation

Daily Lesson 10	WRITING	
	TEKS	Ongoing TEKS
	E1.15B,i,ii	E1.13C,D,E
<b>Key Understandings and Guiding Questions</b>	<ul style="list-style-type: none"> <li>Authors develop and refine their ideas for communicating, connecting with others, and clarifying their own thinking.</li> <li>Authors use a repertoire of strategies that enable them to vary form, style, and structure, in order to write for different purposes, audiences, and contexts.</li> </ul> <p>— What is the reading/writing connection?</p>	
<b>Vocabulary of Instruction</b>	<ul style="list-style-type: none"> <li>Revise</li> <li>Edit</li> <li>Publish</li> </ul>	
<b>Materials</b>	<ul style="list-style-type: none"> <li>Reader's Notebook (1 per student)</li> <li>Writer's Notebook (1 per student)</li> <li>Independent reading novel (1 per student)</li> <li>Drafts from Daily Lesson 9</li> <li>Computer access (optional)</li> <li>Chart paper (if applicable)</li> </ul>	
<b>Attachments and Resources</b>	<ul style="list-style-type: none"> <li>Teacher Resource: <b>English I Unit 05B Reading Appetizer</b></li> </ul>	
<b>Advance Preparation</b>	<ol style="list-style-type: none"> <li>Prepare to display visuals as appropriate.</li> <li>Students may need access to a computer for word processing program to complete the final drafts of their correspondence. Prepare accordingly.</li> <li>Refer to: Teacher Resource: <b>English I Unit 05B Reading Appetizer</b>. Prepare accordingly.</li> </ol>	
<b>Background Information</b>	<p>This Instructional Routine completes Performance Indicator: <i>"Write a letter of correspondence or an email to a prospective employer expressing your interest in an available position with the company. Include your qualifications and explain how you would benefit the organization."</i></p>	
<b>Teacher Notes</b>	<p>Remind students that independent reading novels should be complete for the next Daily Lesson, unless you've decided to continue the same novels into Unit 06.</p>	

## Instructional Routines

Daily Lesson 10	WRITING
<b>Duration and Objective</b>	<p>Suggested Duration: 50-60 min.</p> <p><u>Content Objective</u>: Students revise, edit, and publish a business correspondence.</p>
<b>Mini Lesson</b>	<ol style="list-style-type: none"> <li>1. Reading Appetizer.</li> <li>2. Ask: <b>Why is it particularly important to carefully revise and edit your business correspondence?</b> Discuss responses.</li> <li>3. Instruct students to ask a partner conduct a final review of their draft before they submit it to their prospective employer.</li> </ol>
<b>Learning Applications</b>	<ol style="list-style-type: none"> <li>1. Students revise, edit, and publish a business correspondence to a prospective employer.</li> <li>2. Confer with students to provide targeted instruction. It may be necessary to work with small groups who have similar needs.</li> </ol>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Invite volunteers to share their correspondence with the class.</li> <li>2. Remind students that independent reading novels should be complete for the next Daily Lesson unless the assignment is being extended into Unit 06.</li> </ol>